

## **CMEO TEAM INSTRUCTIONS**

Steps for joining the RTC CMEO Team:

1. Complete and sign the RTC CMEO Team application form.
2. Complete the CATIC course from the NKO website; using the following links:  
  
    Personal Development  
    My Education  
    CMEO  
    E-learning Home
3. Complete NAVEDTRA No. 14082 (Find same as above under E-Learning page)
4. Fill out a special request chit to become a CMEO Team member and route it to the CMEO Officer through your LCPO/Group Commander/Division Officer. Include your application and both course completion certificates with your special request chit.

**Team Assignment:** Once your package is received and approved you will be assigned to a CMEO team. The Project Coordinator will assign you to a team based on your application and the needs of our CMEO teams. After you are assigned to a Team, your **Team Leader** or **Assistant Team Leader** will contact you with further instructions.

**Note:** If you have completed CMEO courses in the past or have completed CMEO schools in the past please contact the **CMEO Team Project Coordinator** before completing the courses listed above.

If there are any questions please contact the CMEO Officer: AVCM(AW) Allen (x6240), Assistant CMEO Officer: NCC(SW/AW) Fortson (x6738), or the CMEO Project Coordinator: BM1(SW) RACE at FTT (5592).